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Personnel

**AIRMAN, NCO, SENIOR NCO, CIVILIAN AND
JUNIOR OFFICER RECOGNITION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction implements AFD 36-28, *Awards and Decorations*. It establishes the 512th Airlift Wing (AW) Airman, Non Commissioned Officer (NCO), Senior Non Commissioned Officer (SNCO), Junior Officer, and Civilian Program to recognize members for outstanding performance of duty, leadership, cooperation, reliability, character, judgment, military bearing and general appearance as well as providing guidance for the procurement and issuance of 512 AW and Unit Coins. It applies to all units assigned to the 512 AW. Those selected for quarterly awards will compete for the annual awards.

SUMMARY OF REVISIONS

This revision updates the instructions for completing the AF Form 1206, (Nomination for Award) and adds requirements for the Wing and Unit Coin Award Program. A bar (|) indicates revisions from the previous edition.

1. Eligibility. Any airman or junior officer may be nominated and selected in the appropriate award category.

2. Ineligibility. Candidates affected by one or more of the following conditions are ineligible:

- 2.1. Active Unfavorable Information File (UIF), pending disciplinary or other adverse administrative action.
- 2.2. Planning to separate within 2 years (Annual Award Winners may compete at AFRC and AF level and must have retainability to serve the tenure of the award).
- 2.3. Pending reassignment.
- 2.4. Members not in compliance with current Air Force Fitness standards.

3. Frequency and Category. There are four quarterly awards and four annual awards:

- 3.1. Outstanding Airman: Airman Basic, Airman, Airman First Class and Senior Airman.
- 3.2. Outstanding NCO: Staff Sergeant and Technical Sergeant.
- 3.3. Outstanding Senior NCO: Master Sergeant, Senior Master Sergeant and Chief Master Sergeant.
- 3.4. Outstanding Junior Officer: Second Lieutenant, First Lieutenant and Captain.
- 3.5. Outstanding Civilian: Assigned civilian employee (Air Reserve Technicians compete in military categories above)

4. Responsibilities.

- 4.1. Group Commander:
 - 4.1.1. Responsible for ensuring their assigned units actively participate and support the program. This authority may not be delegated.
 - 4.1.2. Reviews nominations received from assigned units and endorses nominations of individuals.
- 4.2. Chief, Career Enhancement:
 - 4.2.1. By close of business of the Board UTA and after Wing Commander approval, publish and announce board results to Group and Squadron Commanders.

5. Procedures. The Wing Selection Board that convenes in January also selects the Civilian of the Year based on the four quarterly calendar year winners. The schedule for the board is as follows:

Period of Award:

1 JAN - 31 MAR (1ST QTR)
 1 APR - 30 JUN (2ND QTR)
 1 JUL - 30 SEP (3RD QTR)
 1 OCT - 31 DEC (4TH QTR)

Board Meets Sunday A-Team:

APRIL
 JULY
 OCTOBER
 JANUARY

6. Appearance. Candidates do not appear before the board.

7. Composition of Selection Board. The Selection Board is comprised of three field grade officers for the Junior Officer and Civilian of the Quarter and the Wing Command Chief and three SNCO's for the Airman, NCO and Senior NCO categories. Each group will nominate one field grade officer and one appropriate SNCO. For the purposes of this board, the 512 AMDS and 512 AW personnel are considered part of the Mission Support Group. Provide names of Board members to Career Enhancement prior to the board.

8. Recognition. The Wing Commander recognizes Quarterly Award winners for the Wing awards at the next scheduled Wing Commander's Call. As a minimum, the following recognition will be given:

- 8.1. Engraved plaque presented by the Wing Commander.
- 8.2. Personal letter of recognition from the Wing to the winners and family members, if appropriate.

8.3. Hometown news release form for member to fill out and submit to hometown newspaper.

8.4. Photograph and background information for the base newspaper and/or other Wing posters or bulletin boards. The unit arranges an appointment with the base Visual Information Library for “official style” or “at work” photograph and provides it to the wing public affairs office. It is the combined responsibility of the unit and the individual to ensure dress and personal appearance standards are in compliance, prior to the photo session.

8.5. Other appropriate recognition to airmen may be awarded when procured. This instruction provides for personal recognition and appreciation by any Unit Commander(s) or designated staff member assigned to the 512th Airlift Wing. The organizational coin will be presented by the Unit Commander or designated staff member to military and civilian personnel, who, by their dedicated individual effort, have facilitated the successful accomplishment of a particular program, function, or mission. The purpose of this award is to provide senior leadership with an informal means to show special recognition of and appreciation for a job well done. If desired, the items must be submitted in advance to the Public Affairs office for presentation at the next Wing Commander’s Call.

9. Unit Recognition. Unit commanders recognize their personnel in the appropriate manner. Procedures for recognizing personnel are at the discretion of unit commanders; however, a personal letter of recognition from the unit commander and recognition at unit commander's call are recommended.

10. Nomination procedures. Submit award nominations to 512 MSS/DPMSC no later than one week prior to the A-Team board meeting. Use the following procedures:

10.1. Award nomination packages will be submitted using the AF Form 1206, Nomination for Award. A nomination package must include the Group Commander’s initials in the upper right hand corner of the form. Accomplishments can be outside of the recognition quarter, as long as it is in their current duty position and not prior to their date arrived station.

10.2. The nomination should contain bullet items that provide specific facts and examples of how the individual is exceptional and should distinguish them from their peers.

10.3. Nominations must be accomplished in the following format:

10.3.1. Maximum of 10 bullets

10.3.2. If a sub-bullet is used, it will count against the maximum of 10 bullets authorized

10.3.3. Maximum of two lines per bullet, accomplished in 12-pitch Times New Roman font if typed manually. Otherwise, use the default setting for the electronic AF IMT 1206.

10.3.4. Nominations should cover the following areas, citing examples in:

Leadership and Job Performance in Primary Duty

Significant Self-Improvement

Leadership Qualities (Social, Cultural & Religious Activities)

Other Accomplishments which include Air Force and/or Civilian Awards, Prizes, Titles, etc.

Articulate and Positive Representation of the Air Force

| 11. Guidance for Wing and Unit Coins/Awards.

11.1. Mission Accomplishment Awards. 512 AW Units may use appropriated funds to purchase special trophies and awards for presentation to personnel assigned to the organization which pertain to mission accomplishment (refer to AFI 65-601, (Budget Guidance and Procedures) Volume I, paragraphs 4.29 for specific guidance).

11.2. Coins and Medallions. There is no authority which allows the use of appropriated funds to procure mementos simply for being assigned to an organization. Such a coin or medallion could be procured with appropriated funds when used as an award as outlined in AFI 65-601, Volume I, paragraphs 4.29 through 4.30.2, but not as standard issue for being present for duty. Units may purchase a reasonable supply of a chosen award to keep on hand. An inventory must be maintained and documented to include disposition of item, award recipient, purpose of award, and date award item was issued. Since these types of awards are intended to be informal recognitions, organizations are prohibited from personalizing them. They are organizational awards, not personalized mementos. Use only the organization's name. If the presenter feels the award item should be further embellished, it is to be done with personal or private funds, not appropriated dollars.

RONALD A. RUTLAND, Col, USAFR
Commander